

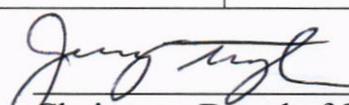
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03/22/16

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: March 22, 2016

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Human Resources	Admin. Assistant	Wage Plan Matrix: \$45,760/year	X	
Human Resources	Senior Clerk	Wage Plan comparability with AFSCME Courthouse Contract (Pay Grade 4): \$17.50/hour	X	
	*Please See Attached Memo of Explanation			



Chairman, Board of Supervisors



Woodbury County HUMAN RESOURCES DEPARTMENT

Edward Gilliland
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Melissa Miller
Safety/Risk Coordinator
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Lisa Anderson
Secretary
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Tonia Abell
Clerk II
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March 10, 2016

Dear Woodbury County Board Supervisors;

It is with great pleasure that I bring a plan to create a department to better serve the County. We deal with many areas:

- 1) Hiring, Recruiting, and Retention of Employees
- 2) Compliance with Union Contracts and
- 3) Negotiations of the Contracts
- 4) Discipline
- 5) Wages
- 6) Benefits
 - IPERS
 - Deferred Compensation
 - Long Term Disability
 - Life
 - Vision
 - Voluntary Life
 - Medical, Health Fairs, Wellness, Wellness Committees, etc.
 - Dental
- 7) The Self-Funded Health Plan
- 8) The Self-Funded Liability Plan
- 9) Risk Management
- 10) Workers Compensation
- 11) Safety
- 12) Training

Our plan for the next couple years will be to place greater emphasis on Risk Management, Work Comp, Safety, Deferred Comp, and Recruiting. We have made progress but there is much to be done as we try to bring more consistent process and better communication. We have recently been able to lock in multi-year union agreements that will help us grow our relationship with the employees and bring greater productivity and responsiveness. We ask for your support in our effort to improve during these times of change and growth of responsibility.

We lost the Assistant Director in December to retirement. As we reshape the department and move forward we would:

- 1) eliminate the Assistant Director position and replace it with an Administrative Assistant position (current Safety).
- 2) eliminate the Safety Coordinator position.
- 3) add a Senior Clerk by moving the current Clerk II to Senior Clerk
- 4) keep the Secretary III
- 5) keep the Clerk II and hire a new person for this position

The change will bring a net payroll savings, see the exhibit. We will be more lean and efficient with a broad knowledge base.

Sincerely,

Edward S. Gilliland
Human Resources Director